



JOB DESCRIPTION/PERSON SPECIFICATION

A POSITION DETAILS	
	DIVISION: Business support
	JOB TITLE: Assistant Tax Manager REPORTING TO: Group Tax Manager
	GRADE: 8

B JOB PURPOSE
<p>Responsibility for assisting with the UK corporation tax compliance and tax accounting for relevant members of SITA UK group, with a particular focus on SITA Holdings UK Ltd and SITA UK Ltd . Provide assistance to the Tax Manager and Group Tax Manager on other tax matters and one off projects, as required.</p>

C KEY RESPONSIBILITIES – PEOPLE
<ul style="list-style-type: none"> • Supervising and reviewing the work of the Assistant Tax Accountant and contribute to their technical development • Ensure the Tax Manager is fully aware of corporate tax compliance progress and key issues at all times • Maintain an excellent relationship with HMRC • Assist external auditors with tax related questions

D KEY RESPONSIBILITIES – PROFESSIONAL
<ul style="list-style-type: none"> • Preparation of UK corporation tax computations for the 2 main SITA group companies: SITA Holdings UK Ltd, SITA UK Ltd and other companies as required; including for these companies: • Meeting all filing deadlines to prevent HMRC penalties arising • Preparation of any relevant claims and elections for corporation tax • Dealing with HMRC correspondence on relevant corporation tax matters. • Preparation of all current and deferred tax figures for UK statutory accounts together with all tax related notes to the accounts in accordance with relevant accounting standards • Research on technical aspects of corporate tax, as required • Assistance on a wide range of internal tax related queries e.g from legal, property ,operational personnel • Maintain the highest standard of work in all areas of the role • Ensuring all tax matters are conducted on a professional basis at all times

KEY RESPONSIBILITIES - PROTECTION
<ul style="list-style-type: none"> • Ensure correct health and safety procedures are adopted at all times • Ensure work is carried out in accordance with ethical guidelines set out by the Chartered Institute of Taxation • Ensure work is conducted at all times in a manner that assists with SITA's goal to have a low risk rating with HMRC • Follow tax department written procedures at all times to assist the CFO in providing the annual Senior Accounting Officer's certificate to HMRC



F KEY RESPONSIBILITIES – PROFIT

- Consideration of opportunities to minimise the corporation tax liabilities of the companies concerned, including maximising all available claims and reliefs.
- Perform reviews of all relevant capital expenditure to ensure costs are correctly analysed into correct the capital allowance categories, and ineligible expenditure is minimised
- Assisting the Tax Manager and Group Tax Manager on ad hoc tax projects and queries as required e.g. Research and Development claims, corporate structure simplifications, transfer pricing documentation, withholding tax issues
- Identification of potential improvements in tax system procedures

G CORPORATE RESPONSIBILITIES

In line with SITA UK's Values and Ethics Charter the job holder is expected to ;

- Act in a honest, responsible and respectful manner to others
- Be responsible for their own professional conduct
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities
- Comply with our obligations to our partners such as shareholders, associates, clients, suppliers and the community

Any other duties that are reasonably requested within the scope of the job role

H KEY KNOWLEDGE/QUALIFICATIONS/TRAINING/SKILLS/EXPERIENCE

Must have corporate tax experience and accounting knowledge

-minimum AAT/AAT(or equivalent), and preferably ACA and or CTA qualified

-experience of IFRS accounting would be preferable

-5 years in a financial environment of which at least 3 years in a tax dept (external or in-house)

-detailed knowledge and experience in delivering tax reporting and tax accounting

Computer literate including Excel to intermediate level

Ability to work to tight deadlines and advise a wide range of employees

The contents of this job description reflect the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SITA UK may revise the content of this Job Description/Person Specification at its discretion.